

3: RESERVES

The York County Public Library accepts reserves for library materials in order to provide access to high demand materials and materials located at either location.

A. For the purpose of this policy:

A reserve is a request or hold, placed by a patron, for items from the circulating collection to be held in their name for future pickup at a designated location.

A patron in good standing is an individual whose record shows no overdue or lost materials, fines in excess of \$5.00, or more than four (4) claims returned items.

B. Regulations

1. All library patrons in good standing may place holds on circulating library materials.
2. Reference, materials from the Local History Room at the Yorktown Branch, and the professional collection may not be placed on reserve.
3. There is no fee for this service.
4. Holds must be picked up in person and can only be checked out on the card on which the hold was placed. However, a patron can designate another individual to pickup their hold by notifying the library in advance.
5. Hold Limits:
 - a. York county residents are allowed 20 holds.
 - b. Non-Residents are allowed 15 holds.
 - c. Library Staff are allowed 50 holds.
6. Patrons may place holds in person, by telephone, and through the online catalog.
7. Patrons may designate the location at which they would like to pick up the hold.
8. Patrons will be notified by email or the automated telephoning messaging system that the item(s) are available for pick up. Item(s) will be held for three (3) days at the designated location. If needed, a patron may request the item(s) be held for one (1) more day by calling the library.
9. Patrons may place a hold on "on-order" items as soon as they are listed in the online catalog.
10. Patrons may place a hold on items that are on the shelf. A hold request sheet will be run once per day at each location and the patron will be notified two (2) days after the hold is placed.
11. Patrons can reserve multiple copies of the same item if they place a "copy specific" hold on the items.
12. Holds will remain active for one (1) year. If the hold has not been filled by that time, patrons will receive a notice from the library that their hold has been cancelled.

Amended March 8, 2007